

# SHIRE OF YORK

**MINUTES OF THE ACCESS &  
INCLUSION ADVISORY COMMITTEE  
HELD ON 7 AUGUST 2018  
COMMENCING AT 10.36AM  
IN COUNCIL CHAMBERS  
YORK TOWN HALL, YORK**

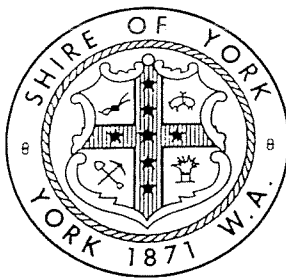




**SHIRE OF YORK**  
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## SHIRE OF YORK

THE ACCESS & INCLUSION ADVISORY COMMITTEE  
HELD ON TUESDAY 7 AUGUST 2018, COMMENCING  
AT 10.36AM IN COUNCIL CHAMBERS, YORK TOWN HALL, YORK

### 1. OPENING

#### 1.1 Declaration of Opening

*The Chairperson, Bev Penny opened the meeting at 10.36am and welcomed Nicola Burton attending as a representative of Senses Australia.*

### 2. ATTENDANCE

#### 2.1 Members

*Ms Bev Penny, Chairperson; Cr Denese Smythe, Deputy Chairperson; Ms Liz Christmas, Community Representative; Ms Wendy Hoare, Essential Personnel; Ms Rosemary Parker, Community Representative; Cr Jane Ferro*

#### 2.2 In Attendance

*Ms Nicola Burton, Senses Australia*

#### 2.3 Staff

*Ms Suzie Haslehurst, Executive Manager – Corporate & Community Services (EMCCS)*

#### 2.4 Apologies

*Nil*

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

#### 3.1 Minutes of Access & Inclusion Advisory Committee held 24 January 2018.

#### COMMITTEE RECOMMENDATION 020818 AIAC

**Moved: Cr Smythe**

**Seconded: L. Christmas**

***That the minutes of the Access and Inclusion Advisory Committee meeting held on 24 January 2018 be accepted as a true and correct record.***

***CARRIED: 6/0***

### 4. ANNOUNCEMENT BY THE PRESIDING MEMBER WITHOUT DISCUSSION

#### 4.1 *The Chairperson invited Nicola Burton to introduce herself as the new representative of Senses Australia following the resignation of Carolyn Robinson.*

#### 4.2 *The Chairperson announced that a Forget-Me-Not Café would be held in York at Grannie's Kitchen from 10am on the first Wednesday of the month commencing in September. She encouraged members to attend.*

## **5. PRESENTATIONS**

- 5.1 *There were no presentations, however Suzie Haslehurst EMCCS, tabled an email received from Ms Marie Forster which was summarised as follows:*
- *Noted that there are several pieces of legislation that apply to access and inclusion and should be considered by the Committee and that failure to uphold legislation could result in complaints or legal action (ie access to public buildings such as the Town Hall);*
  - *Outline of actions contained in the Age-Friendly Community Plan and DAIP (ie toilets, footpaths, ACROD bays);*
  - *Concern that no access and inclusion improvements would be made until the audit is complete (June 2019);*
  - *Recommendation that the Local Government tools and checklist provided by the Disability Services Commission are used by the Shire.*
- 5.2 *Ms Haslehurst provided the following response for the information of the Committee;*
- *\$23,000 is included in the 2018/19 budget for improvements to the backstage area of the Town Hall;*
  - *\$30,000 has been allocated for footpath improvements;*
  - *The Shire has entered into a partnership with the National Trust of Australia to make the Old Courthouse toilets available to the public during events;*
  - *Council has allocated \$615,000 for Avon Park Upgrades with successful grant funding of \$362,000 from Lotterywest which will include footpaths and toilet upgrades;*
  - *The Shire has purchased additional seating for installation in the CBD.*

## **6. OFFICER REPORTS**

## ***SY002-08/18 (AIAC) – Access and Inclusion Audit 2018/19***

<b>FILE REFERENCE:</b>	<b>OR.CMA.9.1</b>
<b>APPLICANT OR PROPONENT(S):</b>	<b>Shire of York</b>
<b>AUTHORS NAME &amp; POSITION:</b>	<b>Tabitha Bateman – Acting Executive Manager, Corporate and Community Services</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Tabitha Bateman – Acting Executive Manager, Corporate and Community Services</b>
<b>PREVIOUSLY BEFORE COUNCIL:</b>	<b>Nil</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>Nil</b>
<b>APPENDICES:</b>	<b>Nil</b>

### **Nature of Committee's Role in the Matter:**

- Executive

### **Purpose of the Report:**

This report provides the Access and Inclusion Advisory Committee with a proposed scope to undertake an audit to identify the Shire's compliance both legislatively and practically in relation to disability access and inclusion for consideration and recommendation to Council.

### **Background:**

The need for this project was identified during the development of the Shire's Access and Inclusion Plan 2018 – 2023 (DAIP) and as a result of feedback from the Shire's Access and Inclusion Advisory Committee and the community.

The Shire of York is committed to making progress with the outcomes of the Access and Inclusion Plan in a strategic and cost-effective manner. To this end, the audit will advise which of the facilities included in this audit are compliant and which are not, the extent of the gap on the non-compliant facilities and an overall summary of issues which will inform the Shire's investment in coming years on a prioritised basis.

Officers have drafted a scope for the Access and Inclusion Audit for the Committee's consideration and recommendation to Council.

### **Comments and details:**

In accordance with the *Disability Services Act 1993 (amended 2004)*, public authorities are required to develop and implement a Disability Access and Inclusion Plan (DAIP) that identifies barriers to access and to propose solutions to ensure equitable access to services and facilities for people with disabilities. The Shire of York adopted its current DAIP 2018-23 on 25 June 2018.

The findings from the consultation process surrounding the DAIP identified the need for an accessibility audit to be undertaken for the CBD and Shire facilities resulting in a staged implementation plan in response to the findings of the audit.

### **Proposed scope of the Audit**

A proposed scope and timeline for the development of the access and inclusion audit is provided below.

<b>TIMELINE</b>	
<b><u>Planning</u></b> Sept - Nov 2018	<ul style="list-style-type: none"> <li>Procurement and engagement of consultant</li> <li>Project inception meetings with officers and AIAC</li> </ul>
<b><u>Execution</u></b> Dec - Jan 2019 Feb 2019 Mar 2019 Apr – May 2019 June 2019	<ul style="list-style-type: none"> <li>Research and consultation</li> <li>Draft report to AIAC and recommendation to Council</li> <li>Recommendation endorsed by Council</li> <li>Public Advertising</li> <li>Proposed budget allocation in 2019/20 budget</li> <li>AIAC recommendation to Council</li> </ul>
<b><u>Completion</u></b> June 2019	<ul style="list-style-type: none"> <li>Adoption by Council as part of DAIP Progress Report to be submitted to Disability Services.</li> </ul>
<b>OUTCOMES</b>	
The objectives of this project are to;	<ul style="list-style-type: none"> <li>Review the public buildings, parking and amenities in the Shire of York townsite to identify barriers to disability access and inclusion.</li> <li>Develop a list of priorities for action to address issues of non-compliance that will inform asset management planning and annual budgeting processes.</li> <li>Provide useful, achievable and practical initiatives to provide real results to improve access and inclusion within reasonable budget limits.</li> </ul>
<b>FOCUS AREAS</b>	
It is anticipated that the following focus areas will be considered as part of the audit;	<ul style="list-style-type: none"> <li>Footpaths and crossovers, other barriers to mobility</li> <li>ACROD/disability parking</li> <li>Access and egress to public buildings and amenities</li> <li>Wayfinding and signage</li> <li>Events</li> </ul>
<b>LOCATIONS</b>	
It is proposed that as a minimum, the audit includes the following locations and/or buildings;	<ul style="list-style-type: none"> <li>York CBD with a particular focus on Avon Terrace and its connectivity</li> <li>Shire of York Administration Building</li> <li>York Town Hall and York Visitor Centre</li> <li>Avon Park</li> <li>York Residency Museum</li> <li>York Memorial Swimming Pool</li> <li>York Recreation and Convention Centre</li> <li>Old Recreation Stadium</li> <li>Shire of York Depot</li> </ul>



DELIVERABLES	
The Consultant will be required to;	<ul style="list-style-type: none"> <li>■ Liaise closely with Shire officers and provide project updates when required.</li> <li>■ Be responsible for the arrangement and cost of implementing the proposed community engagement plan.</li> <li>■ Submit a report detailing the methodology used to conduct the audit including consultation undertaken and the outcomes of the process.</li> <li>■ Provide a prioritised list of recommendations for consideration by the Access and Inclusion Advisory Committee for recommendation to Council. It is anticipated that proposed actions will be prioritised over a number of years.</li> <li>■ Present the findings of the audit to the Access and Inclusion Advisory Committee and/or Council.</li> </ul>

### Implications to consider:

- **Consultative**

One of the integral requirements of the DAIP is community consultation. The amendments to the *Disability Services Act (1993, amended 2004)* now make community consultation mandatory. Consultation was undertaken as part of the development of the DAIP which identified that there were a number of issues at various locations which indicated a need to undertake an audit.

- **Strategic**

#### *Theme 1: A Place to Live*

1.4 There are few barriers to people moving safely, freely and easily around the town of York and rural townships and to other communities.

1.5 Health, disability and family support services are accessible and locally provided wherever possible.

#### *Theme 4: Built for Resilience*

4.6 The town of York has a network of well-maintained and well-integrated, safe and reliable, roads, footpaths and cycle paths.

4.8 The town of York and other Shire communities have adequate public health services which are managed in a sustainable way.

- **Policy related**

#### *G2.9 Community Engagement and Consultation*

- **Financial**

The cost to undertake an audit was included in the 2018/19 budget adopted by Council. Further financial implications are expected to arise from the list of priorities highlighted in the audit which will be prioritised over a number of years and presented to Council as they emerge and will inform the annual budget process.

- **Legal and Statutory**

### ***Disability Services Act 1993***

#### **28. Disability access and inclusion plans**

(1) *Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule.*

- (2) *A disability access and inclusion plan must meet any prescribed standards.*
- (3) *A public authority must lodge its disability access and inclusion plan with the Commission, —*
  - (a) *if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;*
  - (b) *if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.*
- (4) *A public authority may amend its disability access and inclusion plan at any time.*
- (5) *A public authority may review its disability access and inclusion plan at any time.*
- (6) *After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection.*
- (7) *Not more than 5 years is to elapse —*
  - (a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
  - (b) *between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*
- (8) *After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*
- (9) *If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*
- (10) *A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*

#### ***Disability Services Regulations 2004***

##### ***10. Procedure for public consultation by authorities (s. 28)***

- (1) *For the purposes of section 28(10) of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —*
  - (a) *by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995; and*
  - (b) *on any website maintained by or on behalf of the public authority.*

- (2) *Nothing in subregulation (1) prevents a public authority from also undertaking any other consultation.*

#### ***Local Government Act 1995***

The Access and Inclusion Committee is established under Part 5 – Division 2 (Subdivision 2) of the *Local Government Act 1995 – Committees and their meetings*. No authority is delegated to the Committee and all recommendations made by the Committee will be brought to Council for decision.

- **Risk related**

Should the Shire not engage a suitably qualified consultant to undertake a disability access and inclusion audit any future upgrades to the Shire's facilities and amenities will be done on an ad-hoc basis and may not comply with the *Disability Services Act 1993*. Undertaking an audit seeks to mitigate this risk by identifying and consequently programming future upgrades based on priority.

- **Workforce Implications**

The Executive Manager, Corporate and Community Services is responsible for this project which will be undertaken within current resources.

**Absolute Majority Required:**        **No**

**COMMITTEE RESOLUTION:**  
**030818 AIAC**

**Moved:** Cr Smythe

**Seconded:** L. Christmas

***"That the Access and Inclusion Advisory Committee recommends that Council endorses the proposed scope for the access and inclusion audit of the Shire of York contained within this report."***

**CARRIED: 6/0**





**7. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

- 7.1 *The Chairperson asked for a motion to recommend the appointment of Ms Nicola Burton to the Access and Inclusion Advisory Committee as a representative of Senses Australia.*

**COMMITTEE RESOLUTION:  
040818 AIAC**

**Moved: Cr Smythe**

**Seconded: W. Hoare**

***“That the Access and Inclusion Advisory Committee recommends that Council appoints Ms Nicola Burton to the Access and Inclusion Advisory Committee as a representative of Senses Australia and requests the Chief Executive Officer to amend the Terms of Reference accordingly.”***

**CARRIED: 6/0**

- 7.2 *Cr Smythe asked the Committee to consider recommending to Council that Ms Marie Forster is appointed to the Access and Inclusion Advisory Committee.*

**COMMITTEE RESOLUTION:  
050818 AIAC**

**Moved: Cr Smythe**

**Seconded: L. Christmas**

***“That the Access and Inclusion Advisory Committee recommends that Council appoints Ms Marie Forster to the Access and Inclusion Advisory Committee as a community representative and requests the Chief Executive Officer to amend the Terms of Reference accordingly.”***

**CARRIED: 6/0**

**8. NEXT MEETING**

*The next meeting of the Access and Inclusion Advisory Committee will be held on Tuesday 27 November 2018 at 10.30am in Council Chambers, York Town Hall, York.*

**9. CLOSURE**

*The Chairperson thanked everyone for their attendance and closed the meeting at 11.05am.*